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ABSTRACT

The bibliography of career information lists publications in business and office occupations available from May 1969 through May 1974. It was designed to assist guidance and business and office education personnel to secure relevant, published career information. For each publication included, information is given about the type of publication, year of publication, number of pages, price, and level of vocabulary. In addition, the publications are rated according to the National Vocational Guidance Association Categories on overall adequacy. The organization of the bibliography is by general areas, such as communication, materials support, personnel, and supervisory and administrative management. Lists of general career publications, career reference materials, and publishers are also included. (NJ)

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Career Information: Business & Office Occupations Revised

CE 006 292

Present emphasis on career occupations in office and distributive education has developed and expanded in recent years, creating a need for current information. In July 1970, the AVA published *Career Information in Business and Office Occupations,* based wholly on a thesis entitled *Identification and Evaluation of Published Career Information in Distributive and Office Occupations.* The thesis was prepared by Teresa D. Walton under the supervision of Dr. E. Edward Harris in partial fulfillment of the requirements for the master's degree at Northern Illinois University in 1969. A second publication was printed from the same thesis entitled *Career Information in Marketing and Distribution.* The material was well received and two printings of both titles were completely depleted.

This revised publication is taken also from a thesis entitled *Identification and Evaluation of Published Career Information in Business, Office and Distributive Occupations* prepared by Maggie H. Taylor under the supervision of Dr. Ruth H. Gaffga, in partial fulfillment of the requirements for the master's degree at the Federal City College, Washington, D.C. in 1974. This study was based on the earlier Walton study.

With the approval of Ms. Taylor and Dr. Gaffga (and after consulting with Dr. Harris and Ms. Walton) the AVA Business and Office Education Division has prepared this revised *Career Information in Business and Office Occupations.*

The division expresses its appreciation to Ms. Taylor and Dr. Gaffga for their cooperation in sharing the findings of the study.

R. Charles Long,
Chairman
Business and Office Education
Publications Committee

VT 102471

Introduction

Since rapid technological changes continue to raise the skill level necessary for employment in many business and office occupations, up-to-date and quality career information about business and office occupations is needed now, more than ever, to provide students with sufficient resources upon which to base sound career decisions. This publication was designed to assist guidance and business and office education personnel in their task of securing relevant, published career information. Maggie Taylor, Federal City College, Washington, D.C., mailed approximately 400 letters to publishers, professional organizations, trade associations, individual businesses, colleges and universities, and federal, state and local government agencies requesting career information.

An attempt was made to secure a copy of every known career publication in business and office occupations available from May 1969 through May 1974. The career publications were read by Ms. Taylor and evaluated using National Vocational Guidance Association (NVGA) Guidelines for Evaluation of Career Information Literature. A review form consisting of the following parts was completed for each business and office career publication:

A. General Publication Data:

1. Title
2. Author(s)
3. Date of publication
4. Number of pages
5. Price
6. Vocabulary level: a–advanced, b–moderate c–easy

B. Contents:

(Individual Occupations)

1. Work performed
2. Work setting
3. Potential personal rewards
4. Entry requirements
5. Licensing requirements and/or membership in unions or professional societies
6. Advancement possibilities
7. Occupational outlook, including technological, economic, and demographic factors that will influence employment opportunities
8. Related occupations
9. Personal qualifications

(Occupational Fields/Industry Occupations)

1. The nature of the field/industry and its importance
2. Variety/kinds of jobs in the field/industry
3. Work settings
4. Potential personal rewards within occupational field/career fields in industry
5. Entry requirements
6. Licensing requirements and/or membership in unions or professional societies
7. Advancement possibilities
8. Occupational outlook, including technological, economic and demographic factors that will influence future employment opportunities
9. Related occupations

C. Style and Format:

1. Vocabulary
2. Format
3. Illustrations and graphic displays
4. Dating and revisions
5. Freedom from bias
6. Credits
7. Additional sources of information
8. Training and education
9. Sources of financial aid
10. Opportunities for experience and exploration

After each publication was read, it was assigned an overall adequacy rating based on the following point system. An "A" (adequate) rating assigned a content item or style and format item counted as two points. An "I" (inadequate) item counted as one point, an "O" (omitted) item counted as zero points. The 9 content items and 10 style and format items, a total of 19 items, counted equally in the point system. The maximum points a publication could obtain was 38 points. Each publication was assigned an overall adequacy rating of one percent to 100 percent based on how many of the 38 possible points it was assigned.

The NVGA rating of 1-3, based on the overall adequacy rating of one percent to 100 percent, was assigned each publication. The following National Vocational Guidance Association categories were used:

Category 1–Highly Recommended. Maximum adherence to NVGA Guidelines. (80 percent plus adequacy rating)

Category 2–Recommended. General adherence to NVGA Guidelines. (79-60 percent adequacy rating)

Category 3–Useful. Limited in scope, does not adhere to NVGA Guidelines but contains authentic, objective, timely, and helpful information. (40-59 percent adequacy rating)

Each publication was then classified into one of the following categories:

Type of Publication	*Classification*
Career fiction	A
Biography	B
Single job information	C
Jobs in specific business or industry	D
Job family information	E
Recruitment literature	F
Orientation–world of work	G
Special groups	H
Bibliography	I
Directory	J
Financial assistance	K
Other	L

The publications that could not be classified exclusively as business and office occupations were listed separately and placed in a section labeled "General Career Publications." Examples of the unclassified career materials that contain discussions of many career fields are: Career Selection Guides, Careers in Industries or Businesses, and Careers in Federal, State, and Local Governments.

Due to the nature of the project, no attempt was made to have more than one person read and evaluate the career publications. To make the bibliography more useful, the published business and office occupations career materials were categorized into the U.S. Office of Education Instructional Program Classification. **These numbers appear in parenthesis under the section titles.** Any career source document over five years old was not included.

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Title and Source of Publication	Type of Publication	Year of Publication	Number of Pages	Price	Level of Vocabulary	NVGA Percentile Rating
CATEGORY 1: HIGHLY RECOMMENDED						
Accountant, Chronicle Guidance Publications	C	1973	4	$ .50	b	84
Occupations in Accounting, New Jersey Department of Labor and Industry	E	1973	11	Free	b	84
What Is the Job and Career for You in Banking (Opportunity for Men and Women), The Institute of Research	D	1974	24	Available in groups of 5 to 7 copies at $4.75 to $6.65	b	84
Bookkeeping Machine Operators, Science Research Associates	C	1971	4	Priced by quantity	b	84
Teller, California Department of Human Resources Development	C	1974	3	Free	b	84
Employment Outlook for Accountants, U.S. Dept. of Labor, Bureau of Labor Statistics	C	1974	4	.25	b	82
Bank Careers, Careers	D	1972	8	.35	b	82
Bookkeeping Machine Operator, Careers	C	1970	8	.35	b	82
Cashier, California Department of Human Resources Development	C	1969	2	Free	b	82
Teller (Banking), Chronicle Guidance Publications	C	1972	4	.50	b	82
CATEGORY 2: RECOMMENDED						
Accountant, Careers	C	1973	8	.35	b	79
Banking, Careers in Chronicle Guidance Publications	D	1970	4	.50	b	79
Bookkeeper, Chronicle Guidance Publications	C	1971	4	.50	b	79

Accounting and Computing

Title and Source of Publication	Type of Publication	Year of Publication	Number of Pages	Price	Level of Vocabulary	NVGA Percentile Rating
Calculating Machine Operator, Chronicle Guidance Publications	C	1972	4	.50	b	79
Cashier, Chronicle Guidance Publications	C	1973	4	.50	b	79
Cost Accountant, Finney Company	C	1973	4	Unit price	b	76
Junior Accountant, California Department of Human Resources Devel.	C	1970	2	Free	b	76
Accounting, Catalyst	C	1973	32	.95	b	74
An Occupational Guide for Accountant, Minnesota Department of Employment Services	C	1973	2	Single copy free	b	74
Bank Tellers, Careers	C	1972	2	.20	b	74
Bookkeeper, Careers	C	1971	8	.35	b	74
Bookkeeping Machine Operator, Chronicle Guidance Publications	C	1973	2	.50	b	74
Your Future as an Accountant, Ford Motors	C	–	2	Free	b	71
What's It Like to Be an Accountant? American Institute of Certified Public Accountants	C	1970	24	Free	b	71
Cashiers, Science Research Associates	C	1972	4	Priced by quantity	b	71
Banking, Catalyst	E	1973	24	.95	b	68
Billing Machine Operator, Careers	C	1971	2	.20	c	68
Employment Outlook for Bookkeeping Workers, Office Machines Operators, U.S. Department of Labor, Bureau of Labor Statistics	E	1974	5	.25	b	68
Calculating Machine Operator, California Department of Human Resources Development	C	1970	2	Free	b	68

Title and Source of Publication	Type of Publication	Year of Publication	Number of Pages	Price	Level of Vocabulary	NVGA Percentile Rating
Accounting Is a Great Profession, American Society of Women Accountants	D	1972	6	Free	c	66
Accounting for Your Future, Association of Independent Colleges and Schools	C	1971	23	Free	b	66
Employment Outlook for Cashiers, U.S. Department of Labor, Bureau of Labor Statistics	C	1974	3	.25	b	66
Auditor, Careers	C	1971	2	.20	b	63
Cost Accountant, Careers	C	1970	2	.20	b	63
Cashier, Careers	C	1972	2	.20	c	61
CATEGORY 3: USEFUL						
A Sound Investment in Your Future as an Accountant, Securities and Exchange Commission	C	1973	5	Free	b	58
An Occupational Guide for Clerical Employment (Part I) Accounting Clerk, Bank Teller, Bookkeeping Machine Operator, Bookkeeper & Cashier, Minnesota Department of Manpower Services	E	1973	2	Single copy Free	b	55
Management Accounting–Opportunity and Challenge, National Association of Accountants	F	–	5	Free	b	53
Insurance Clerks, Careers	E	1970	2	.20	b	53
Banking, Alumnae Advisory Center	D	1973	2	.50	b	53
Accounting, Alumnae Advisory Center	E	1973	2	.50	b	50

Accounting and Computing

Title and Source of Publication	Type of Publication	Year of Publication	Number of Pages	Price	Level of Vocabulary	NVGA Percentile Rating
The Auditor Training Program–A Career for Accounting Majors, U.S. Department of Transportation	F	1973	23	Free	b	44
Cashier, Alumnae Advisory Center	C	1974	1	.50	b	42

Business Data Processing Systems
(14.02)

CATEGORY 1: HIGHLY RECOMMENDED						
Computer Operator, California Department of Human Resources Development	C	1974	3	Free	b	90
Electronic Computer Operating Personnel, Careers	E	1972	8	.35	b	84
Programmer, Chronicle Guidance Publications	C	1974	4	.50	b	84
Data Processing Occupations, New Jersey Department of Labor and Industry	E	1973	8	Free	b	82
Electronic Data Processing, Catalyst	D	1973	28	.95	c	82
Opportunities in Electronic Data Processing, Vocational Guidance Manuals	D	1972	160	$4.95	c	82
Programmer, Careers	C	1971	8	.35	b	82
CATEGORY 2: RECOMMENDED						
Systems Analyst, Chronicle Guidance Publications	C	1971	4	.50	b	79

Title and Source of Publication	Type of Publication	Year of Publication	Number of Pages	Price	Level of Vocabulary	NVGA Percentile Rating
Employment Outlook for Computer and Related Occupations, U.S. Department of Labor, Bureau of Labor Statistics	E	1974	8	.25	b	74
Data Typist (Keyboarder), Chronicle Guidance Publications	C	1970	4	.50	b	74
Keypunch Operator, Chronicle Guidance Publications	C	1970	4	.50	b	74
Tabulating Machine Operator, Chronicle Guidance Publications	C	1970	4	.50	b	74
Programmers, Science Research Associates	C	1974	4	Priced by quantity	b	74
Keypunch Operators, Science Research Associates	C	1974	4	Priced by quantity	b	71
Data Processing Machine Operators, Science Research Associates	C	1974	4	Priced by quantity	b	71
Occupations in Electronic Computing Systems, U.S. Department of Labor, Manpower Administration	E	1973	130	.60	b	68
Key-Punch Operator, Mississippi Employment Security Commission	C	1970	4	Free	b	68
Key Punch Operator, Careers	C	1970	2	.20	b	66
Data Processing Manager, Careers	C	1973	2	.20	b	66
Occupational Guide for Programmer, Minnesota Department of Employment Services	C	1972	2	Single copy Free	b	66
Keypunch Operator, Indiana Employment Security Division	C	1973	4	Free	b	63

Business Data Processing Systems

Title and Source of Publication	Type of Publication	Year of Publication	Number of Pages	Price	Level of Vocabulary	NVGA Percentile Rating
Systems Analyst, Careers	C	1974	2	.20	b	63
Tabulating Machine Operator, Indiana Employment Division	C	1973	4	Free	b	63
Facts on Computer Careers, Council of Better Business Bureaus	D	1973	16	Free	a	60
CATEGORY 3: USEFUL						
Computer Programming, Xerox Corporation	F	1973	1	Free	b	58
The Programmers, IBM	C	–	23	Free	b	53
Your Career in Data Processing, Data Processing Management Association	D	–	6	Free	a	53
Career Opportunities in the Federal Government for Computer Specialists, U.S. Civil Service Commission	C	1970	16	Free	b	50
Computer Programming, Alumnae Advisory Center	C	1974	2	.50	b	47

Filing, Office Machines, and General Office Clerical
(14.03)

CATEGORY 1: HIGHLY RECOMMENDED						
Opportunities in Office Occupations, Popham & Ettinger, Vocational Guidance Manuals	E	1972	128	$4.50	c	87
Clerk, General Office, Careers	C	1973	8	.35	c	82

Filing, Office Machines, and General Office Clerical

Title and Source of Publication	Type of Publication	Year of Publication	Number of Pages	Price	Level of Vocabulary	NVGA Percentile Rating
File Clerks, Science Research Associates	C	1974	4	Priced by quantity	b	82
Statistical Clerk, Chronicle Guidance Publications	C	1972	4	.50	b	82
Job and Career Opportunities for Women in Office Work, The Institute of Research	E	1974	24	Available in groups of 5 to 7 copies at $4.75 to $6.65	b	82
CATEGORY 2: RECOMMENDED						
Clerk, General Office, Chronicle Guidance Publications	C	1973	4	.50	c	79
A Career in the Modern Office–1 Opportunities In Today's Office, Morrison, Gregg Division/ McGraw-Hill Book Co.	D	1969	134	$2.56 (List) 1.92 (School)	c	76
Office Machine Operator, Careers	C	1974	8	.35	b	76
File Clerk, Chronicle Guidance Publications	C	1972	4	.50	b	74
File Clerk, California Department of Human Resources Development	C	1970	2	Free	b	74
Office Machine Operator, Chronicle Guidance Publications	C	1972	4	.50	b	74
Duplicating Machine Operator, California Department of Human Resources Development	C	1969	2	Free	b	71
Clerical Careers in the Federal Government, Careers	E	1972	8	.50	b	71
Accounting Clerk, Careers	C	1972	2	.20	b	68
Duplicating Machine Operators, Science Research Associates	C	1974	4	Priced by quantity	b	68

Filing, Office Machines, and General Office Clerical

Title and Source of Publication	Type of Publication	Year of Publication	Number of Pages	Price	Level of Vocabulary	NVGA Percentile Rating
Employment Outlook for Statistical Clerks, U.S. Department of Labor, Bureau of Labor Statistics	C	1974	3	.25	b	66
The Job Scene–Clerical Work, I.P.D. Publishing Co.	E	1969	8	.08	b	63
CATEGORY 3: USEFUL						
Can I Be an Office Worker, General Motors	C	1970	29	Free	b	58
Employment Outlook for File Clerks, U.S. Department of Labor, Bureau of Labor Statistics	C	1974	3	.25	b	58
The Office and You . . . Careers, Administrative Management Society	E	1971	24	1.00	b	58
Ward Clerk, Careers	C	1971	2	.20	c	55
An Occupational Guide for Clerical Employment (Part II) Clerk Typist, Typist, General Office Clerk, PBX, Receptionist, Stenographer, & Key Punch Operator, Minnesota Department of Manpower Services	E	1973	2	Single copy Free	b	55
File Clerk, Careers	C	1970	2	.20	c	50
Popeye and Business and Office Careers, King Features	D	1973	32	.25	c	50
The Job Scene–Office Machine Careers, I.P.D. Publishing Co.	C	1971	8	.08	c	47
Thinking of an Office Job? U.S. Department of Labor, Bureau of Labor Statistics	D	1972	6	Free	c	47

Filing, Office Machines, and General Office Clerical

Title and Source of Publication	Type of Publication	Year of Publication	Number of Pages	Price	Level of Vocabulary	NVGA Percentile Rating
Employment Opportunities for Office Assistant and Related Positions, U.S. Civil Service Commission	F	1973	6	Free	b	42
Office Worker, Changing Times Education Service	G	1974	35	Real People at Work Kit	c	42

Information Communicatio

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CATEGORY 1: HIGHLY RECOMMENDED						
Receptionist, Chronicle Guidance Publications	C	1970	4	.50	b	90
Mail Clerk (any industry)	C	1971	4	.50	b	84
Postal Employees, Chronicle Guidance Publications	E	1973	6	1.00	b	84
Receptionists, Science Research Associates	C	1974	4	Priced by quantity	b	82
CATEGORY 2: RECOMMENDED						
Messenger, Chronicle Guidance Publications	C	1972	4	.50	b	79
Correspondence Clerk, Chronicle Guidance Publications	C	1970	4	.50	b	79
Telephone Operator (central office), Chronicle Guidance Publications	C	1971	4	.50	b	76
Telephone Operator, California Department of Human Resources Dev.	C	1971	2	Free	a	73

Information Communication

Title and Source of Publication	Type of Publication	Year of Publication	Number of Pages	Price	Level of Vocabulary	NVGA Percentile Rating
Hospital Admitting Clerk, California Department of Human Resources Dev.	C	1970	2	Free	b	68
Receptionist, Careers	C	1973	2	.20	b	63
PBX Operator (Attendant), Careers	C	1971	2	.20	c	61
Post Office Clerk, Careers	C	1973	2	.20	b	61
Employment Outlook for Receptionists, U.S. Department of Labor, Bureau of Labor Statistics	C	1974	3	.25	b	61
CATEGORY 3: USEFUL						
Correspondence Clerk, Careers	C	1973	2	.20	c	58
Telephone Operator, Careers	C	1973	2	.20	b	55
Teletypewriter Operator, Careers	C	1970	2	.20	b	55
Mail Clerk, Office, Careers	C	1973	2	.20	c	53
Telephone Answering Service Operator, Careers	C	1972	2	.20	c	53
Office Boy–Office Girl, Careers	C	1971	2	.20	c	50
Information Clerk, Careers	C	1971	2	.20	c	50

Materials Support: Transporting, Storing and Recording
(14.05)

Title and Source of Publication	Type of Publication	Year of Publication	Number of Pages	Price	Level of Vocabulary	NVGA Percentile Rating
CATEGORY 1: HIGHLY RECOMMENDED						
Stock Clerk, Chronicle Guidance Publications	C	1971	4	.50	b	87
Department Store Receiving and Delivering Occupations, Careers	E	1970	8	.35	b	82
CATEGORY 2: RECOMMENDED						
Shipping and Receiving Clerk, Chronicle Guidance Publications	C	1973	4	.50	b	79
Stock Clerk, California Department of Human Resources Development	C	1969	2	Free	b	76
Traffic-Rate Clerk, California Department of Human Resources Development	C	1970	2	Free	b	73
Employment Outlook for Shipping and Receiving Clerks, Stock Clerks; U.S. Department of Labor, Bureau of Labor Statistics	C	1974	4	.25	b	71
CATEGORY 3: USEFUL						
Shipping Clerk Assistant, Careers	C	1973	2	.20	c	55
Stock Clerk, Careers	C	1972	2	.20	c	53

Personnel, Training and Related
(14.06)

Title and Source of Publication	Type of Publication	Year of Publication	Number of Pages	Price	Level of Vocabulary	NVGA Percentile Rating
CATEGORY 1: HIGHLY RECOMMENDED						
Opportunities in Personnel Management, Vocational Guidance Manuals	E	1970	132	$1.75	c	84
Personnel Supervisor, Chronicle Guidance Publications	C	1973	4	1.00	b	84
Personnel, Catalyst	E	1973	24	.95	b	82
Training Director, Careers	C	1974	8	.35	b	82
Employment Outlook for Personnel Workers, College Students Personnel Workers, U.S. Department of Labor, Bureau of Labor Statistics	C	1974	6	.25	b	82
CATEGORY 2: RECOMMENDED						
Personnel Administration Occupations, Careers	E	1974	8	.35	b	79
Industrial and Labor Relations Director, Careers	C	1973	2	.20	b	71
Employer Interviewer, Careers	C	1972	2	.20	c	68
Employer Interviewer, California Department of Human Resources Development	C	1971	2	Free	b	68
Job Analyst, Careers	C	1971	2	.20	b	63
CATEGORY 3: USEFUL						
The Human Equation–Working in Personnel for the Federal Government, U.S. Civil Service Commission	F	1970	19	Free	b	55
Personnel, Alumnae Advisory Center	C	1974	2	.50	b	47

Title and Source of Publication	Type of Publication	Year of Publication	Number of Pages	Price	Level of Vocabulary	NVGA Percentile Rating
CATEGORY 1: HIGHLY RECOMMENDED						
Executive Secretary, Careers	C	1974	8	.35	b	87
Court Reporter, Chronicle Guidance Publications	C	1973	4	.50	c	84
Secretary, Career	C	1972	8	.35	b	84
Foreign Service Secretary, Careers	C	1973	8	.35	b	82
Male Secretary, Careers	C	1972	8	.35	c	82
Stenographer, Mississippi Employment Security Commission	C	1971	6	Free	b	82
CATEGORY 2: RECOMMENDED						
Stenographer-Stenotypist, Careers	C	1970	8	.35	c	79
Stenographer, Chronicle Guidance Publications	C	1972	4	.50	c	79
Stenographer, California Department of Human Resources Development	C	1970	3	Free	b	79
Secretary, Chronicle Guidance Publications	C	1971	4	.50	b	74
Bilingual Secretary, Careers	C	1972	8	.35	b	71
Your Career as a Secretary, Association of Independent Colleges and Schools	C	1973	22	Free	c	71
Shorthand Reporting as a Career, National Shorthand Reporters Association	C	1973	19	Free	b	68
Secretary, Male, Chronicle Guidance Publications	C	1969	4	.50	b	68
An Occupational Guide for Secretary, Minnesota Department of Employment Services	C	1972	2	Single copy Free	b	68

Stenographic, Secretarial, and Related

Title and Source of Publication	Type of Publication	Year of Publication	Number of Pages	Price	Level of Vocabulary	NVGA Percentile Rating
Employment Outlook for Stenographers, Secretaries, Typists, U.S. Department of Labor, Bureau of Labor Statistics	E	1974	5	.25	b	68
Court Reporter, Careers	C	1970	2	.20	b	66
Secretary, Legal, Careers	C	1970	2	.20	b	66
Stenographer, Indiana Employment Security Division	C	1974	4	Free	b	66
Secretary, Technical, Careers	C	1973	2	.20	b	63
Your Future as a Stenographer, Ford Motors	C	–	2	Free	b	63
CATEGORY 3: USEFUL						
Secretary, Public Relations, Careers	C	1973	2	.20	c	58
So You Want to Be a Legal Secretary, National Association of Legal Secretaries	F	1972	12	.05	b	58
Medical Office Assistant, Careers	C	1972	2	.20	c	55
Secretary, Alumnae Advisory Center	C	1974	2	.75	b	53
A New Career–Medical Transcriber, American Medical Association	F	–	6	Single copy Free	b	50
Medical Secretary, Alumnae Advisory Center	C	1974	2	.75	c	47
Lost in the Crowd? U.S. Civil Service Commission	F	1970	18	Free	b	47
Career In Action for Secretaries, Stenographers and Typists, Central Intelligence Agency	F	1973	15	Free	c	47

Stenographic, Secretarial, and Related

Title and Source of Publication	Type of Publication	Year of Publication	Number of Pages	Price	Level of Vocabulary	NVGA Percentile Rating
Your Career as a Medical Secretary, Association of Independent Colleges and Schools	F	1970	6	Single copy Free	b	45
Employment Opportunities for Stenographers and Typists, U.S. Civil Service Commission	F	1973	6	Free	b	42

Supervisory and Administrative Management

(14.08)

CATEGORY 2: RECOMMENDED						
Office Manager, Careers	C	1971	8	.35	b	76
Hospital Administrator, Careers	C	1970	8	.35	b	76
Employment Outlook for Credit Officials, U.S. Department of Labor, Bureau of Labor Statistics	C	1974	3	.25	b	76
Contract Administrator, California Department of Human Resources Development	C	1971	3	Free	b	71
Administrative Careers in the Veterans Administration, Veterans Administration	F	1971	12	Free	b	68
Business Administration, Catalyst	G	1973	20	.70	b	61
CATEGORY 3: USEFUL						
Bank Manager (Branch) Careers	C	1973	2	.20	c	58

Supervisory and Administrative Management

Title and Source of Publication	Type of Publication	Year of Publication	Number of Pages	Price	Level of Vocabulary	NVGA Percentile Rating
Executive Opportunities as a Professional Scouter with the Boy Scouts of America, Boy Scouts of America	F	1973	5	Free	b	55
Medical Record Administrator, American Medical Record Association	C	1972	6	Single copy Free	c	53
Administrative Manager Training Program, U.S. Department of Transportation, Federal Highway Administration	F	1973	5	Free	b	53
Executive Positions in Girl Scouting, Girl Scouts of the U.S.A.	F	1972	4	Free	b	45
Assistant Bank Manager, Changing Times Education Service	G	1974	35	Real People at Work Kit	c	42

Typing and Related
(14.09)

CATEGORY 1: HIGHLY RECOMMENDED						
Clerk-Typist, California Department of Human Resources Development	C	1970	2	Free	c	82
Typist, Chronicle Guidance Publications	C	1971	4	.50	b	82
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Typist, Careers	C	1973	2	.20	c	58

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(14.99)

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Police Clerk, Chronicle Guidance Publications	C	1970	4	.50	b	84
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Encyclopedia of Careers and Vocational Guidance, (Volumes I and II) J. G. Ferguson Co.	L	1972	Vol. I, 706 Vol. II, 781	$39.50 (list) 26.95 (school)	b	95
Occupational Outlook Handbook, 1974-75, U.S. Department of Labor, Bureau of Labor Statistics	G	1974	845	6.85	b	84
Federal Career Directory 1973–A Guide for College Students, U.S. Civil Service Commission	J	1973	135	2.35	b	82
Careers in Business, National Business Education Association	G	1972	31	1.00	b	82
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After High School What? R. L. Polk & Co.	G	1973	31	.25	b	68
Job Hunting Tips for the 1970's, Mademoiselle	G	1974	6	.50	b	61
Careers for Women in the 70's, U.S. Department of Labor, Women's Bureau	G	1973	14	.40	b	61
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Employment Abroad–Facts and Fallacies, International Group, Chamber of Commerce of the United States	G	1971	18	1.00	a	58
You're Hired! I.P.D. Publishing Co.	G	1971	8	.10	c	47
Careerism–How to Select a Successful Career, WWWWW/Information Service, Inc.	L	1971	155	1.25	b	42

General Career Publications: Jobs in Industries or Businesses

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So Much So Soon . . . at Safeway, Safeway Stores	F	–	15	Free	b	53
Professional Opportunities at DuPont, DuPont Co.	F	1970	24	Free	b	53
Career Opportunities, Xerox	F	–	16	Free	b	45

General Career Publications: Federal, State, and Local Governments

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This Is About Government Career Employment–Jobs Nationwide, The Institute for Research	L	1973	24	Available in groups of 5 to 7 copies at $4.74 to $6.65	b	87
The Federal Career Service . . . at Your Service, U.S. Civil Service Commission	L	1973	17	.60	b	84
Working for the USA, U.S. Civil Service Commission	D	1973	37	.40	b	82
CATEGORY 2: RECOMMENDED						
Professional Careers in the Federal Government, Careers, Inc.	D	1971	8	.35	b	71

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Careers in Meeting the Energy Crisis, Federal Power Commission	F	1974	21	Free	b	63
Federal White Collar Workers, Chronicle Guidance Publications	G	1970	4	.50	b	61
Civil Service Jobs, Chronicle Guidance Publications	G	1973	4	.50	b	61
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Career Staff to the President, Office of Management and Budget	F	1974	4	Free	b	58
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Careers, U.S. Department of the Interior	G	1971	63	.45	a	58
You are Invited, D.C. Government Personnel Office	F	1974	26	Free	b	53
Career Opportunities, Interstate Commerce Commission	F	1969	9	Free	b	50
Career Gateways, U.S. Department of Commerce	F	1972	14	Free	b	47
Nation's Cities–Careers in City Government, National League of Cities	F	1971	4	.10	b	47
Career Opportunities, Board of Governors of the Federal Reserve System	F	–	8	Free	b	40

General Career
Publications: Monographs, Guides,
Bibliographies, and Directories

My Career Guidebook. Student Planning Guide. Second Edition. Harry S. Belman and Bruce Shertzer. Benziger Bruce and Glencoe, Inc. 1974. 52 pages.

Occupational Essentials—Skills and Attitudes for Employment. Student Workbook. David J. Richter. 198 pages; Instructor's Guide and Lesson Plans, 107 pages. H. C. Johnson Press, Inc. 1974.

How to Choose Your Work. Student Manual. Elna Stone. The Bruce Publishing Co. 1969. 64 pages.

How to Get a Job. Student Manual. Elna Stone, Benziger Bruce and Glencoe, Inc. 1974. 74 pages.

How to . . . Prepare Yourself for Job Interviews. New York State Employment Service. 1973. 8 pages.

How to "Sell Yourself" to an Employer. New York State Employment Service. 1972. 6 pages.

How to Get a Job. I.P.D. Publishing Co., Inc. 1971. 8 pages.

Guide to Preparing A Resume. New York State Department of Labor. 1974. 41 pages.

Merchandising Your Job Talents, U.S. Department of Labor. Manpower Administration. 1971. 26 pages.

Why Young People Fail to Get and Hold Jobs. New York State Department of Labor. 1974. 15 pages.

A Career in the Modern Office. A Series of Four Text-Workbooks. Phillis Morrison. McGraw-Hill Book Co. 1969/1970. 134 pages each.

Finding Part-Time Jobs. S. Norman Feingold and Harold List. Science Research Associates. 1971. 59 pages.

Do You Want a Job? U.S. Department of Labor. Manpower Administration. 1971. 8 pages.

Job Hunting. Careers, Inc. 1972. 12 pages.

The Teenage Employment Guide. Allan B. Goldenthal. New York: Simon and Schuster, Inc. 1969. 130 pages.

Career Guidance: A Handbook of Methods. Robert E. Campbell, Garry R. Walz, Juliet V. Miller, and Sara F. Kriger. Columbus: Charles E. Merrill. 1973. 420 pages.

COMPJOB. Handbook for Computer Job Seekers. John Westlund. Employment Information Service. 1973. 69 pages.

How to Pull Off a Bank Job. Handbook for Liberal Arts Graduates Seeking Banking Positions. John Westlund. Employment Information Service. 1973. 70 pages.

Occupational Curriculum Planning Guide for Office and Distributive Occupations. South-Western Publishing Co. 34 pages.

Career Planning—Search for a Future. Gerald Cosgrave. Guidance Centre. University of Toronto. 1973. 144 pages.

Planning Your Career. General Electric Co. 1971. 18 pages.

Career Decision. Careers, Inc. 1972. 8 pages.

Occupations and Careers. S. Norman Feingold and Sol Swerdloff. McGraw-Hill Book Co. 1969. 372 pages.

Exploring Clerical Careers. Text-Workbook. Robert A. Ristau. South-Western Publishing, Co. 1974. 148 pages.

Career Counseling: New Perspectives for Women and Girls. Business and Professional Women's Foundation. 1972. 44 pages.

Training Opportunities—Non-College Education. Careers, Inc. 1971. 8 pages.

Directory of Postsecondary Schools with Occupational Programs, 1971, Public and Private. U.S. Department of Health, Education, and Welfare, Office of Education, 1973. 413 pages.

Directory of Accredited Institutions. Association of Independent Colleges and Schools, 1974.

Educators Guide to Free Guidance Materials. Educators Progress Service. 1973. 314 pages.

A "Starter" File of Free Occupational Literature. 1975. B'nai B'rith Career and Counseling Service. 54 pages.

Career Reference Materials

Encyclopedia of Careers and Vocational Guidance. Two Volumes. William E. Hopke. Chicago: J. G. Ferguson Publishing Co. 1972.

Vol. I—706 pages. *Planning Your Career* is used for ideas, for guidance, and for getting the flavor of a number of particularly important areas of work. Vol. II—781 pages. *Careers and Occupations* is a reference book which will give you specifics of 650 occupations you wish to explore.

Occupational Outlook Handbook. U.S. Dept. of Labor. Bureau of Labor Statistics. Bulletin 1785. Revised every two years. Washington: Government Printing Office. 1974-75. 845 pages.

This handbook provides counselors and others with up-to-date and accurate occupational information on work for over 800 occupations and 30 major industries. It covers what workers do in various occupations, training and educational requirements, advancement possibilities, occupational outlook, earnings and working conditions, and sources of additional information.

Occupational Literature. Gertrude Forrester. New York: H. W. Wilson Co. 1971. 619 pages.

This annotated bibliography is compiled to assist teachers, counselors, and librarians in selecting materials for occupational collections. This bibliography brings together in a central index appropriately six thousand selected references to available occupational literature. It includes books and pamphlets describing occupations; annotated charts, posters, and graphic aids; textbooks for

courses in occupations; materials designed to assist youth to evolve a sound vocational plan; references on the techniques of job seeking and job advancements; and publications devoted to the counselor's use of occupational literature.

Careers. Research Monographs. Chicago: The Institute of Research. 1973-74. 24 pages.

These monographs cover over 282 fields of endeavor and contain information on more than 1,900 occupations.

Concise Handbook of Occupations. Joan Costello and Rita Wolfom. Chicago: J. G. Ferguson Publishing Co. 1974. 320 pages.

This handbook of occupations contains all the information a person needs to become acquainted with over 300 jobs ranging in educational requirement from an eighth grade certificate to a Ph.D. The occupations, listed alphabetically for handy reference, are coded according to prime interest (people, data, things) and accompanied by photographs of actual work situations.

Guide to Local Occupational Information. U.S. Dept. of Labor. Manpower Administration. 1973. 4th ed. 176 pages.

This publication is a directory of selected State Employment Service studies, bulletins, brochures, and other releases intended to provide current local occupational information for use in designing training programs, for counseling in local public employment offices and schools, and to offer individual jobseekers and vocational counselors concrete information on job opportunities in specific occupations or groups of occupations.

Lovejoy's Career and Vocational School Guide. Clarence E. Lovejoy, New York: Simon and Schuster. 1973. 176 pages.

This guide points to avenues of training for careers. It is a guide, clue book, and directory. Basic information is supplied, principally name, address and type of institution. Detailed information can be obtained by writing to the individual school for catalogs and bulletins.

Finding Your Job. Cluster Index. Minneapolis: Finney Company, 1974-75.

The *Finding Your Job* series is designed to help slow learners, underachievers, and students in special classes find suitable jobs when they leave school. Some 360 job titles are included in the six-unit series.

NVGA Bibliography of Current Career Information, Washington: National Vocational Guidance Association. 1973. 124 pages.

Lists and evaluates 2,300 books and pamphlets, and describes and evaluates occupational films.

Directory
of Publishers

Administrative Management Society, Willow Grove, PA 19090
Alumnae Advisory Center, Inc., 541 Madison Ave., New York, NY 10022
American Institute of Certified Public Accountants, 666 Fifth Ave., New York, NY 10019
American Medical Record Association, 875 N. Michigan, Chicago, IL 60611
American Society of Women Accountants, 327 S. LaSalle St., Chicago, IL 60604
Association of Independent Colleges and Schools, 1730 M St., NW, Washington, DC 20036
B'nai B'rith Career and Counseling Service, 1640 Rhode Island Ave., NW, Washington, DC 20036
Boy Scouts of America, North Brunswich, NJ 08902
Bruce, A Division of Benziger, Bruce & Glencoe, 801 Wilshire Blvd., Beverly Hills, CA 90211
Business and Professional Woman's Foundation, 2012 Massachusetts Ave., NW, Washington, DC 20036
California Department of Human Resources Development, 800 Capitol Mall, Sacramento, CA 95814
Careers, Inc., Largo, FL 33540
Catalyst, 6 E 82 St., New York, NY 10028
Central Intelligence Agency, P.O. Box 1925, Washington, DC 20013
Council of Better Business Bureaus, Inc., 1150 17th St., NW, Washington, DC 20036
Chamber of Commerce of the United States, 1615 H St., NW, Washington, DC 20036
Changing Times Education Service, 903 Caddington, Ave., Silver Spring, MD 20901
Charles E. Merrill Publishing Co., 1300 Alum Creek Dr., Columbus, OH 43209
Chronicle Guidance Publications, Inc., Moravia, NY 13118
Data Processing Management Association, 505 Busse Highway, Park Ridge, IL 60068
D. C. Government Personnel Office, 499 Pennsylvania Ave., NW, Washington, DC 20001
DuPont Company, 1007 Market St., Wilmington, DE 19898
Educators Progress Service, Randolph, WI 53956
Employment Information, P.O. Box 3265, Chico, CA 95926
Federal Power Commission, 825 North Capitol St., NE, Washington, DC 20426
Federal Reserve System, 20th and Constitution Ave., NW, Washington, DC 20551
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Girl Scouts of the U.S.A., 830 Third Ave., New York, NY 10022
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H. C. Johnson Press, Inc., P.O. Box 5566, 2801 Eastrock Dr., Rockford, IL 61125
IBM, 1133 Westchester Ave., White Plains, NY 10604
Indiana Employment Security Div., 10 North Senate Ave., Indianapolis, IN 46204
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The Institute of Research, 610 South Federal St., Chicago, IL 60605
I.P.D. Publishing Company, Inc., 461 Park Avenue South, New York, NY 10016
J. G. Ferguson Publishing Company, 6 North Michigan Ave., Chicago, IL 60602
King Features, 235 E. 45th St., New York, NY 10017
Mademoiselle, P.O. Box 3389, Grand Central Station, New York, NY 10017
McGraw-Hill Book Co., Princeton Road, Hightstown, NJ 08520
Minnesota Department of Employment Services, 390 North Robert St., St. Paul, MN 55101
Mississippi Employment Security Commission, P.O. Box 1699, Jackson, MS 39205
National Association of Accountants, 919 Third Ave., New York, NY 10022
National Association of Legal Secretaries, 3005 East Skelly Drive, Tulsa, OK 74105
National Business Education Association, 1906 Association Drive, Reston, VA 22091
National League of Cities, 1612 K St., NW, Washington, DC 20006
National Shorthand Reporters Association, 2361 South Jefferson Highway, Arlington, VA 22202
National Vocational Guidance Association, 1607 New Hampshire Ave., NW, Washington, DC 20009
New Jersey Department of Labor and Industry, P.O. Box 359, Trenton, NJ 08625
New York State Employment Service, 370 7th Ave., New York, NY 10010
Office of Management and Budget, Executive Office of the President, Washington, DC 20503
R. L. Polk & Company, 2001 Elm Hill Pike, Nashville, TN 37217
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Securities and Exchange Commission, Washington, DC 20549
The Shell Company, P.O. Box 481, Houston, TX 77001
Simon and Schuster, Inc., 1 West 39th St., New York, NY 10018
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U.S. Department of Commerce, Washington, DC 20230

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U.S. Department of Health, Education, and Welfare, Office of Education, Washington, DC 20202

U.S. Department of Labor, Bureau of Labor Statistics, Washington, DC 20212

U.S. Department of Labor, Manpower Administration, Washington, DC 20210

U.S. Department of Labor, Women's Bureau, Washington, DC 20210

U.S. Department of Transportation, Federal Highway Administration, 400 7th St., SW, Washington, DC 20590

U.S. General Accounting Office, 441 G St., NW, Washington, DC 20548

Veterans Administration, 2625 Shirlington Rd., Arlington, VA 22206

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